

**CONNECTICUT DEPARTMENT OF CORRECTION  
JOB OPPORTUNITY**

**Mail Handler(s)**

**Please follow the specific application filling instructions at the bottom of this page!**

**Open To:** The Public

**Location:** Enfield, CT, (2) positions and Bridgeport, CT (1) position

**Hours:** 37.50 Hours per week, 1<sup>st</sup> Shift, Monday - Friday

**Salary:** \$35,416 (Annually), upon completion of WTP \$35,773 (Annually)

**Closing Date:** October 1, 2014

**Minimum Qualifications Required:** Knowledge of U.S. Postal Service regulations, rates and classes of mail; some oral and written communication skills; some interpersonal skills; ability to follow oral and written instructions; ability to perform basic arithmetic computations; ability to utilize computer software; ability to operate computerized and mechanical postal processing equipment; some mechanical ability.

**Preferred Experience:** Candidates with experience in a large volume mailroom setting and experience in reviewing and processing mail will be given preference.

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

**General Experience:** One (1) year of experience in a mail service or postal operation involving the operation and maintenance of mail service equipment.

**Working Condition:** Incumbents in this class may be required to lift moderate to heavy weight.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

**Application Instructions:**

Qualified candidates who meet the above requirements should submit a cover letter, resume, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)

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The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.